



St. Michael Catholic School

542 Cypress Ave.
Murrells Inlet, SC 29576
843.651.6795 (t) 843.651.6803 (f)
www.saintmichaelsc.com

Dear Parents/Guardians,

It is a pleasure to welcome you to Saint Michael Catholic School. Saint Michael Catholic School offers a developmentally appropriate, standards-based curriculum for students in grades PreK3 through eighth. Our staff of talented, committed educators is dedicated to nurturing the intellect and enriching the creativity of our young students in a faith-based environment.

Our students have many opportunities to explore their interests and become involved in everything our school has to offer. We offer extra-curricular clubs, at no cost to our families, for all students in grades PreK4 - 8. These clubs may include robotics, archery, choir, yearbook, faith, cooking, science, golf, etc. (subject to change) and are offered during recess as well as after school. The majority of our students participate in these clubs and have a fabulous time as they explore their own talents. Beginning in fourth grade, our students also have the opportunity to participate on our athletic teams. We offer girls volleyball, co-ed soccer, girls cheerleading, and girls/boys basketball. Our student-athletes are able to play on the field/court just as hard as they work in the classroom!

Our curriculum follows the standards set forth by the Diocese of Charleston's Catholic Schools Office. Beginning in 2013, our Diocese partnered with Notre Dame University and the ACE Collaborative for Academic Excellence. This is a sustained professional development program that strengthens curriculum, instruction, and assessment in Catholic schools by increasing collaboration among teachers. In other words, we endeavor to cultivate a learning community in which teachers share ideas and resources, toward the goal of improving their own curriculum and instruction.

Saint Michael Catholic School's Integrated Language Arts program develops our students' ability to utilize the skills of reading, writing, speaking, listening, and thinking as tools to ensure success in everyday life. We are confident that from this foundation, our students develop effective communication skills, an outlet for creativity, and an enjoyment of literature. The Superkids reading series and a variety of novels form the core of our Language Arts program, and students are also offered many opportunities to read and write according to their own interests. Our graduating eighth graders receive high school credit for English I Honors upon graduation from our school.

Math classes at Saint Michael Catholic School are lively and engaging. Children in grades K-8 use the Sadlier Mathematics program to develop skills in all areas of math. Teachers motivate their students to learn mathematical concepts through hands-on activities, games, and projects, with an emphasis on connecting math to real life. Similar to Language Arts, our eighth grade students are able to take Algebra I to earn high school credit prior to entering the high school program of their choice. Other courses that allow them to receive high school credit, besides English I Honors and Algebra I Honors, are Spanish I and Keyboarding (technology).

Our Science program offers children in all grades the opportunity to explore Earth, Life, and Physical Sciences. After researching various topics, students participate in hands-on experiments to reinforce newly learned concepts. Our middle school students compete in our annual Science Fair for the chance to attend the regional competition at Francis Marion University. In Social Studies, we guide our students to understand and appreciate cultural differences. All students are introduced to civics, economics, geography, and history.

Religious instruction is part of the daily classroom routine at Saint Michael Catholic School. In grades PreK - 5, religion is taught by the classroom teacher and incorporated cross-curricularly throughout other subjects. In middle school, students attend a daily religion class where they are able to expand their knowledge of the teachings of Jesus. Our overall curriculum is a guideline for helping our students grow up in the Church. Love, wisdom and the knowledge of Jesus Christ are its goals.

Saint Michael Catholic School's related arts program includes art, music, physical education, Spanish and media. Saint Michael Catholic School houses a computer lab which enables students to use the Internet as a research tool, publish poetry and stories to enhance their typing skills, and play engaging games to reinforce skills taught in the classroom. Smartboards and LCD projectors in each of our classrooms allow teachers to integrate technology into their lessons in exciting and engaging ways.



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Beginning with the 2014-2015 school year, students in grades 5 - 8 were issued their own Chromebook to use in their classes as well as at home. This 1 - 1 initiative allows students and teachers to utilize Google Chromebooks to create, collaborate, innovate and manage the teaching and learning that takes place at our school. As a “Google Apps for Education” school, we utilize a variety of software to engage our students and enhance the instruction that takes place in our classrooms.

We value the importance of educating our 21st century learners and are constantly looking for ways to technologically enrich our classrooms. In addition to daily classes, students have the opportunity to participate in Robotics club where they will learn how to program Lego robots and compete amongst other schools in the surrounding areas. There is truly something for each student’s interest and we encourage everyone to get involved!

Our full-day pre-kindergarten for 3- and 4-year olds provide Saint Michael’s youngest students with ample instructional time and many opportunities to make new friends. The children participate in a variety of academic activities designed to appeal to visual, auditory, and kinesthetic learning styles. Through the use of learning centers, our early childhood programs introduce sensory, fine motor, listening, etc. activities, aligned to the South Carolina Early Childhood Standards as well as our Catholic values, to our students. Pre-K students also participate in our related arts program and enjoy outdoor recess and classroom playtime each day.

Our school community embraces many special celebrations and learning activities. The Saint Michael Catholic School Parent Teacher Organization plans many exciting family events. The PTO also supports a variety of fundraisers as well as other educational programs. Events that our families look forward to each year include our Parish/School Picnic, Auction, Soup Bowl, and Spring Carnival. We are fortunate to enjoy so many opportunities to learn and laugh together as a school family!

We are proud of the many fine programs at Saint Michael Catholic School! We welcome your involvement in our school and parish community, and we are committed to working with parents and community members to promote success for our children.

Many Blessings,

Lionel J. Martin

Mr. Lionel J. Martin
Interim Principal



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Admission Procedures 2018 - 2019

St. Michael Catholic School, accredited by the Diocese of Charleston and AdvancEd/SACS, serves the Catholic parishes in Horry and Georgetown counties. Our mission is to educate and guide students by providing academic excellence, spiritual development and strong Catholic values. Our school maintains a safe, nurturing environment that inspires a genuine love for learning, and encourages a lifelong quest for knowledge.

In accordance with South Carolina State Law and the policy of the Diocese of Charleston:

- Kindergarten children for the 5-year-old program must be 5 years old by September 1 of the school year.
- First grade children must have attended kindergarten and must be 6 years old by September 1 of the school year.

The registration process is completed ONLY when:

- Registration Form is completed for EACH student
- Emergency Medical Information for EACH student
- Tuition/Fees payment information is completed and signed
- After School Program registration (if applicable)
- Media/Photo Consent form for EACH student
- Release of Records (new families in grades 1 - 8) (new families only)
- Parish Verification Letter is submitted to supporting parish (if applicable)
- Non-refundable Registration fees are paid
- Birth Certificate submitted (new families only)
- SC Immunization Certificate - DHEC 1148 (due before school begins)
- Baptismal Certificate (new families only - if applicable)
- DSS Form 2900 (PreK4 students only - sent home during first week of school)

Enclosed in this packet are several important items for your information; many of these items are necessary forms to be completed in order to secure your child/ren's enrollment for the upcoming school year. Please note spaces in all grades will not be reserved until the school receives the registration form (and other forms in the packet) as well as the non-refundable \$250 registration fee for each child. Additionally, any current families that are in arrears with their tuition and/or any outstanding balances will not be able to re-register until the balance is brought to a current status. **Please be sure to complete a registration form for each child in your family applying for enrollment to St. Michael Catholic School.**



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Student Registration Form (Please type or print legibly and complete a form for each child):

Application Date: _____

Student's Name _____
Last First Middle Suffix

Preferred Name _____ Entering Grade Level _____ Date of Birth _____

Student Age _____ Gender _____ Blood Type _____

Race _____ Religion _____ Church Affiliation _____

**** (Parish Verification Letter required with pre-registration)**

School currently attending _____

Reason for transfer from previous school _____

***Primary Family Information (ALL INFORMATION MUST BE COMPLETED):** Please type or print legibly

Address Line 1 _____

Address Line 2 _____

City _____ State _____ Zip Code _____ County _____

Home Phone 1 _____ Listed Home Phone 2 _____ Listed

***Father's Information (ALL INFORMATION MUST BE COMPLETED):** Please type or print legibly

Father or Guardian's Name _____
Last First Middle Suffix

Email Address _____ Cell Phone _____

Address _____
number street city state zip code

Father's Business/Occupation _____
Name Address Work Phone

Religion & Church Affiliation: _____ Marital Status: _____

***Mother's Information (ALL INFORMATION MUST BE COMPLETED):** Please type or print legibly

Mother or Guardian's Name _____
Last First Middle Suffix

Email Address _____ Cell Phone _____

Address _____
number street city state zip code

Mother's Business/Occupation _____
Name Address Work Phone

Religion & Church Affiliation: _____ Marital Status: _____

The registration fee must accompany this form.

Parent's Signature _____

For Office Only:

Payment Received _____ Check # _____ Cash _____ Credit Card _____ Date Received: _____

Parish Verification Letter received: SM _____ PB _____ SJ _____ SA _____ Other _____



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Emergency Medical Information:

Emergency Contacts (Other than Parents/Guardians): Please type or print legibly

1. Contact Full Name: _____ Relationship: _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

2. Contact Full Name: _____ Relationship: _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

3. Contact Full Name: _____ Relationship: _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

Medical Contacts:

Physician: _____ Phone Number: _____

Dentist: _____ Phone Number: _____

Hospital: _____ Phone Number: _____

Insurance: _____ Ins. Group: _____

Policy Number: _____ Permission to Treat: _____

Medical Conditions/Allergies (describe all): _____

Ethnic Group:

(Please check which one applies to the student, this information is for statistical purposes only.)

White Black Hispanic Asian American Indian Multi-Racial

Pick-up Information (People authorized to pick-up your child(ren) from school*): Please type or print legibly

1. Full Name: _____ Phone Number: _____

Relationship: _____ Notes: _____

2. Full Name: _____ Phone Number: _____

Relationship: _____ Notes: _____

3. Full Name: _____ Phone Number: _____

Relationship: _____ Notes: _____

**Adults on this list will be asked for photo identification prior to the release of your child.*

**Please note that it is the responsibility of the parent/guardian to notify SMCS with updated information when applicable.*



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2018 - 2019 Tuition & Fee Schedule

Registration & Other Fees

Returning & New Students	If paid on or before April 20, 2018	\$250.00 per child
RETURNING Students only	If paid after April 20, 2018 but before June 30, 2018	\$350.00 per child
Technology Fee	Students in 5 th – 8 th grade must pay this non-refundable technology fee each year on or before the first day of school.	\$75.00 per child
Art Fee	Students in K – 8 th grade must pay this non-refundable art fee each year on or before the first day of school.	\$40.00 per child

Registration fee reserves a place in class for each student. Applies to all SMCS students (non-refundable).

Each student in grades 5 – 8 must pay this technology fee before the 1st day of school (non-refundable)

All student in grade K – 8 must pay this art fee before the 1st day of school (non-refundable)

Single-Payment Tuition (2% discount if paid in full by August 1, 2018)

<i>*all figures are based on 1 student's tuition</i>	PreK (3-year old) HALF DAY (7:45am - 11:00am)	PreK (3-year old) FULL DAY	PreK (4-year old) - 8th grade
St. Michael Catholic Rate**	\$2,400	\$3,660	\$5,500
Other Cath. Parish Rate**	\$2,400	\$3,660	\$6,000
Non-Catholic Rate	\$2,400	\$3,660	\$7,000

*Each student in grades 5 - 8 will receive a school-issued Chromebook to use in school and at home. This Chromebook will be turned in at the end of each school year for summer maintenance.

**In order to receive the Catholic rate, an approved Parish Verification Letter must be provided. (Form included in packet).

Bi-Annual Payment Tuition (1% discount if half tuition is paid by August 1, 2018 and January 4, 2019)

<i>*all figures are based on 1 student's tuition</i>	PreK (3-year old) HALF DAY (7:45am - 11:00am)	PreK (3-year old) FULL DAY	PreK (4-year old) - 8th grade
St. Michael Catholic Rate**	\$1,200/payment	\$1,830/payment	\$2,750/payment
Other Cath. Parish Rate**	\$1,200/payment	\$1,830/payment	\$3,000/payment
Non-Catholic Rate	\$1,200/payment	\$1,830/payment	\$3,500/payment

*Each student in grades 5 - 8 will receive a school-issued Chromebook to use in school and at home. This Chromebook will be turned in at the end of each school year for summer maintenance.

**In order to receive the Catholic rate, an approved Parish Verification Letter must be provided. (Form included in packet).

Ten-Month Tuition (paid monthly July - April)

<i>*all figures are based on 1 student's tuition</i>	PreK (3-year old) HALF DAY (7:45am - 11:00am)	PreK (3-year old) FULL DAY	PreK (4-year old) - 8th grade
St. Michael Catholic Rate**	\$240/month	\$366/month	\$550/month
Other Cath. Parish Rate**	\$240/month	\$366/month	\$600/month
Non-Catholic Rate	\$240/month	\$366/month	\$700/month

**In order to receive the Catholic rate, an approved Parish Verification Letter must be provided. (Form included in packet).

Twelve-Month Tuition (paid monthly July - June)

<i>*all figures are based on 1 student's tuition</i>	PreK (3-year old) HALF DAY (7:45am - 11:00am)	PreK (3-year old) FULL DAY	PreK (4-year old) - 8th grade
St. Michael Catholic Rate**	\$200/month	\$305/month	\$458.33/month
Other Cath. Parish Rate**	\$200/month	\$305/month	\$500/month
Non-Catholic Rate	\$200/month	\$305/month	\$583.33/month

**In order to receive the Catholic rate, an approved Parish Verification Letter must be provided. (Form included in packet).



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Sibling Discount

Discounts will apply for multiple students in the same family according to the following:
2nd child - 10% discount, 3rd child - 20% discount, 4 or more children - 30% discount.

South Carolina Exceptional / Miscellaneous Tuition Fees:

Students that qualify for special education services will be responsible for an additional tuition fee of \$4,000.00. This fee will provide for additional instructional services such as small group instruction, Student Academic Plan accommodations and modifications, etc. This additional fee will be paid through the use of internal and external scholarships; each family will not be responsible for paying this additional fee. Families of South Carolina Exceptional Students who do not qualify for the full tuition amount will have to pay the difference.

Financial Aid

Financial aid is available to students in Grades PreK4-8. If you are interested in applying for tuition assistance, please complete the application via FACTS. FACTS Grant and Aid applications are required for any family who is looking for the potential of tuition assistance. This includes St. Elizabeth Ann Seton Tuition Assistance grant and any parish or school assistance. The FACTS Tuition Management website is: (www.factsmgt.com). Upon completion of the FACTS Tuition application, our office will be notified of eligibility. **All FACTS applications for tuition assistance are due by Friday, March 16th.** After that time, we will inform you of any financial aid in which you have qualified.

Parish Subsidy

Parish Subsidy is granted at the decision of the Pastor for Catholic students in grades PreK4 - 8th. Members of St. Michael Parish must have record of contributing to the church by using their envelopes in order to be considered for the Catholic rate. **Please Note: no subsidy is granted for Catholic students in PreK3.**

Additional Information

All fees (registration, technology and art) are non-refundable and non-transferable. Monthly tuition is due and payable according to FACTS Management payment options. There will be a \$35 late fee charged for all late payments or returned checks. This fee will be added according to FACTS Managements schedule unless arrangements have been made. Final report cards and records will be held if tuition and fees are not current.



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SMCS Tuition/Fees Payment Information (2018 - 2019)

Family Name _____

Mailing Address _____

City, State, Zip Code _____

Student _____ Grade Entering _____

Student _____ Grade Entering _____

Student _____ Grade Entering _____

Student _____ Grade Entering _____

Please select the planned frequency of your tuition payments including how and when your fees will be paid. Select one of the next 4 items:

- Tuition will be paid in full to SMCS (due August 1, 2018). (A 2% discount will be applied to the tuition fee when paid in full.)
- Tuition will be paid in two equal payments to SMCS (August 1, 2018 and January 4, 2019). (A 1% discount off the total amount will be applied to the second payment.)
- Tuition will be paid in 10 monthly payments via FACTS (July 2018 thru April 2019). An administration fee of \$43.00 will be collected by FACTS when your contract is finalized.
- Tuition will be paid in 12 monthly payments via FACTS (July 2018 thru June 2019). An administration fee of \$43.00 will be collected by FACTS when your contract is finalized.

Signature: _____ Date: _____



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After School Program (After-Care):

Saint Michael Catholic School offers an After School Program (ASP) for all students in grades PK3 through eighth grade. This program begins at dismissal (2:45pm) and ends at 5:30pm daily. We offer a structured daily routine that allows time for homework, snack, outside play (when available), and supervised activities.

The rates for our After School Program (ASP) are:

The daily rate for pre-registered students is \$14.00/day.

For example, if you only need after care on Tuesdays and Thursdays, the weekly rate would be \$28.00/week. After the first child each additional child is 50% off.

Weekly rates are:

\$70.00 per week for 1 child

\$105.00 per week for a family of 2 children

If you anticipate ever needing to use our After School Program, please fill out the form below and return it to school.

AFTER SCHOOL PROGRAM (ASP) REGISTRATION FORM

PLEASE PRINT: (Please type or print legibly)

Student's Name _____
Last First Middle Nickname

Student's Name _____
Last First Middle Nickname

Home Address: _____ Home Phone: _____

Family Information:

Father or Guardian's Name _____ Cell Phone: _____ Email: _____

Address _____
number street city state zip code

Father's Business/Occupation _____
Name Address Work Phone

Mother or Guardian's Name _____ Cell Phone: _____ Email: _____

Address _____
number street city state zip code

Mother's Business/Occupation _____
Name Address Work Phone

After School Program for my child(ren) is:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
-

_____ X \$14.00/day = _____
(# of days per week) (weekly rate)

Additional sibling's weekly rate is 50% (equal or lesser value.)

I plan to utilize the After School Program on an as-needed basis.

Parent's Signature

Date



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Media/Photo Consent Form

Dear Parents:

St. Michael Catholic School publishes a yearbook and utilizes local media (i.e. newspaper(s), diocesan newsletters, other publications, the SMCS website, social media, TV opportunities, etc.) to showcase the wonderful things that take place daily at our school. In order for your child's photo to be published anywhere, including the school yearbook, you **MUST** provide permission each year.

I DO give St. Michael Catholic School permission to use photographs and/or work of my child in publications, including the school yearbook, local newspapers, diocesan newsletters, other publications, our school website, TV, etc., for the purpose of providing information and advertisement of school events. ***This permission will need to be completed each year your child is enrolled at St. Michael Catholic School unless I (parent and/or guardian) reject permission in writing to St. Michael Catholic School. Change in permission via email, phone, or any manner other than in writing by the parent and/or guardian will not be acknowledged.***

Student Name (Printed): _____

Grade: _____

Parent/Guardian (Signature): _____

Date: _____

Please state if there are any restrictions on this permission: _____

I DO NOT give St. Michael Catholic School permission to use photographs and/or work of my child in publications, including the school yearbook, local newspapers, diocesan newsletters, other publications, our school website, TV, etc., for the purpose of providing information and advertisement of school events. ***This refusal of permission will need to be completed each year your child is enrolled at St. Michael Catholic School unless I (parent and/or guardian) provide permission in writing stating otherwise. Permission via email, phone, or any manner other than in writing by the parent and/or guardian will not be acknowledged.***

Student Name (Printed): _____

Grade: _____

Parent/Guardian (Signature): _____

Date: _____



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Saint Michael Catholic School *Parish Verification Letter*

Dear Father:

This family, _____, indicated that
Last Name Father & Mother

their child(ren): _____,
Last Name First Name Grade

Last Name First Name Grade

Last Name First Name Grade

Last Name First Name Grade

and _____
Last Name First Name Grade

and themselves meet the requirements of *Active Registered Parishioner* and are entitled to the Catholic Tuition rate at Saint Michael Catholic School.

Family Envelope #: _____ (required)

The above family and student(s) meet the requirements of the policy listed above.

Signature of Pastor: _____

Parish: _____



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Request for Records

Date: _____

Re: _____

Name of Student(s)

The above named student(s) has/have enrolled in our school. Please forward his/her records, including health records, social security number, birth certificate, immunization records, IEPs, psychological test results, standardized test results, 504 plans, special education placement papers, and any other pertinent information to us as soon as possible.

Sincerely,

Mr. Lionel J. Martin

Mr. Lionel J. Martin, Interim Principal

To: _____ (name of school child is transferring from)

Address: _____

Phone Number: _____

I hereby authorize the above named school to forward the records requested.

Signature of Parent/Guardian: _____